

## ISLAND COUNTY PLANNING & COMMUNITY DEVELOPMENT

Robert H. Pederson, AICP  
Director

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Internet Home Page: <http://www.islandcounty.net/planning/>

### Building Permit Application Instructions

Building permit application forms have been designed to capture the information required to process your permit. Your completed application will be kept on file as a record of what we have permitted so it is important to be as clear and accurate as possible.

All permit applications will require a **Master Building Application and a Universal Plot Plan**. The Master Building Application collects all the state required permit information, information about the project property and general project information. Each item in the project information section has a form which collects information for that part of your project. One Master Building Application and one Universal Plot Plan may be used to apply for multiple permits that your project may require such as a single family home, plumbing and mechanical, and flood development. **All applications must be completed and signed in ink.**

**\*\*New\*\*** Permits for undeveloped lots or exterior of existing buildings must provide a completed **Field Indicators Worksheet**, a **Land Use Intensity Worksheet** (If applicable) and a **Wetland Buffer Worksheet** (If applicable).

Two complete sets of building plans and engineering are required. After plan review one set will be returned to you to be used for construction and inspections. One set of approved plans will be retained in the building department office. Please submit three sets of fire protection system plans so that a set may be forwarded to the local fire protection district.

### APPLICATIONS MUST BE SUBMITTED IN PERSON AT THE LOCATIONS AND TIMES SPECIFIED BELOW.

### IF SUBMITTING FOR A COMMERCIAL PERMIT, CALL (360)678-7820 TO SCHEDULE AN APPOINTMENT

<b>Whidbey Island</b> <b>Courthouse Annex</b> <b>Coupeville</b> <b><u>Building Permit and Associated</u></b> <b><u>Applications</u></b> <b><u>Land Use Applications</u></b> <b>Monday-Thursday 8:00 – 3:00</b> <b>Friday 10:00- 3:00</b>	<b>Camano Island</b> <b>Camano Annex</b> <b><u>Building Permit and Associated Applications</u></b> <b>Monday – Friday 8:00 -3:00</b> <b><u>Land Use Applications (Appointment Only)</u></b> <b>Monday 9:00 – 11:30</b> <b>12:30 – 2:00</b>
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All applications and supporting documents will be reviewed for completeness prior to acceptance. **Allow for at least 60 minutes in the office when turning in an application.**

Check lists are available that will guide you through the permit application process to insure that all required information has been submitted.

## MASTER BUILDING APPLICATION

Owner/Applicant \_\_\_\_\_

Phone \_\_\_\_\_

ADDRESS \_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

CONTACT/AGENT \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

License # \_\_\_\_\_

Expiration \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

NAME OF CONSTRUCTION LENDER OR BOND \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### PROPERTY INFORMATION

PROJECT ADDRESS \_\_\_\_\_ City \_\_\_\_\_ Lot Size \_\_\_\_\_

Subdivision/Mobile Home Park \_\_\_\_\_ Space # \_\_\_\_\_ Zone \_\_\_\_\_

Parcel # \_\_\_\_\_ Key # \_\_\_\_\_

Division \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Has work started? \_\_\_\_\_ Was this ever an Owner Builder Building? \_\_\_\_\_

Adjoining Parcels you own \_\_\_\_\_ Is the property in a special tax program? \_\_\_\_\_

Is this property subject to a Moratorium? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_

### PROJECT INFORMATION

#### RESIDENTIAL

☐ One and Two Family dwelling & attached accessory structures

☐ Manufactured Home

☐ Detached Accessory structure <3000 sq ft

#### OTHER

☐ Plumbing/Mechanical

☐ Flood Development

☐ Ebey's Landing Historical Reserve

☐ Shoreline, bulkhead & docks

☐ Demolition

#### BUILDING CODE

☐ Non-Residential & Multi-Family Residential

☐ Tenant Improvement or Change of use

☐ Sign

☐ Sprinkler or Fire Alarm

#### FIRE CODE

☐ Temporary Operational Permit \*

☐ Temporary Tents & canopies\*

☐ Motor Vehicle fuel dispensing system

\*Temporary is 180 days or less.

The applicant warrants that all information in this application is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. **I have read and understand cover sheet instructions.**

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

As you complete your construction plans, please use the following checklist to ensure all required information is provided.

**ALL ENGINEERING MUST BE PLACED ON DRAWINGS**

<b>Foundation Plan</b>		
	Footings, piers, walls (including interior footings).	
	Foundation, vents, posts and beams (sizes and spans), anchor bolt spacing.	
	Floor joists (sizing and directions).	
	Type and location of vapor barriers.	
	Location and size of underfloor access.	
	Location and size of all hold downs.	
<b>Floor Plan(s)</b>		
Show and label all levels, both existing and proposed, e.g. basement, main floor, second floor. This includes additions and remodels		
	Room uses and sizes.	
	Window, skylight, and door locations (sizes and types).	
	Plumbing fixtures, smoke detectors, exhaust fans, and water heater locations.	
	Stairway: rise, run, handrails, guardrails, height and baluster spacing.	
	Provide floor plan sketch showing windows and doors with additions and remodels.	
	Show all braced wall lines (BWL), braced wall panels (BWP), and alternate braced wall panels (Alt.BWP)	
<b>Framing Sections</b>		
Cross section through entire building		
	Footing size and depth below finish grade.	
	Foundation wall, height, width, reinforcement bars and anchor bolts.	
	Thickness of concrete slab, floor joists, trusses, seismic anchors.	
	Base Flood Elevations in flood zones.	
	Vapor barriers (type and location).	
	Framing to be used (Specify grade of lumber):	
	Standard	Intermediate      Advanced
	Header dimensions, insulation, anchor bolts, and pressure treated plates.	
	Form of lateral bracing compliance.	
	Insulation material and R. – value in walls, floor, ceiling and slab.	
	Sheet rock thickness (type and location).	
	Roof sheathing, roofing material, roof pitch.	
<b>Exterior Elevations</b>		
Exterior views on all sides		
	Windows, decks, steps, handrails, guardrails, chimneys, (with required heights).	
	Finish grade, height of building.	
	Exterior Lighting	
<b>Energy/Ventilation</b>		
For processing of applications under the State Energy and VIAQ Codes, it is important that submittals include:		
	Completed energy calculations or system analysis.	
	Location of whole house fan and controls.	
	Location and size of all exhaust fans.	
	Type of heat source and back-up.	
	Windows: brand names, class, type and “U” value.	
	All insulation R-Values in walls, floors, ceiling and slab.	

## Narrative of Proposal

1. What is the current use of the site ( for example "vacant", "single family residential" and "pasture", etc.)?

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2. What is the purpose of the clearing and grading activities (e.g. "to clear for a home site", "to harvest timber", "to install a new driveway")?

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3. All sites have storm water runoff from things such as gutters, driveways, roads, cleared areas, or new impervious surfaces. Describe how it will be managed. Please be specific (for example, "runoff from gutters and parking area to be infiltrated by a drywell located near SE corner of house" or "runoff from driveway to be captured in catch basin and routed in a tight line over the bluff and to the beach"). *Please NOTE: An answer of "No runoff" is not acceptable. Attach additional pages or plans if necessary.*

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4. What is the total estimated amount of excavated and fill material? (**NOTE:** The **total** amount includes all material relocated on site plus any material imported to or exported from the site.)  
\_\_\_\_\_ cubic yards

5. If materials will be exported from the site, provide the amount if cubic yards, the address, parcel number(s), and location of disposed materials.

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6. What is the maximum height of cut or fill proposed for this site? \_\_\_\_\_ feet

## Island County Planning and Community Development Field Indicators Worksheet

The Field Indicators Worksheet will help you and the County determine if a wetland or wetland buffer is on your property. Applicants for permits for single family residential uses must either complete this Worksheet or, at their option, hire a wetland professional to complete a Wetland Report that includes the elements of the Worksheet. All other applicants (commercial or non-residential) must do the latter, if the County verifies that the development proposal is for land that contains or is affected by a wetland.

The comments section of this Worksheet may be used to record any particulars or information about your property. You may attach additional pages and photographs.

The County will verify the information provided in this Worksheet or related wetland report.

This Worksheet must be included with every application for development. Prospective purchasers may also ask the County to review the Worksheet to assist them in determining whether the property they are interested in purchasing contains wetlands.

Applicant Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Parcel or Key Number: \_\_\_\_\_

## Hydrology

The presence of water is the most obvious and common indicator of a wetland. There are several factors that must be considered in describing whether or not you have water on your property. Some wetlands have standing water all year long; others are soggy only during wetter months of the year; and, others appear wet only after storm events.

1. Is there ever standing water on the property?

☐ Yes ☐ No

If No, proceed to question #3

If Yes, is it:

☐ 4 weeks - 4 months ☐ 4 months - 8 months - Seasonally ☐ 8 months - Year Round

2. If you answered yes to question #1, are the surrounding adjacent areas:

Topographically higher ☐ Yes ☐ No

Topographically lower ☐ Yes ☐ No

Topographically the same elevation ☐ Yes ☐ No

3. When you dug the hole, did you observe any water within 10 inches of the ground surface?

☐ Yes ☐ No

4. Identify any features through which water flows onto your property (Check all that apply)

☐ Stream

☐ Culverts

☐ Ditches

☐ Roadside Ditch

☐ Storm Drains

☐ Ponds, lakes, estuaries

☐ Pumps

☐ Other \_\_\_\_\_

5. Identify any features through which water flows off of your property (Check all that apply)

☐ Stream

☐ Culverts

☐ Ditches

☐ Roadside Ditch

☐ Storm Drains

☐ Ponds, lakes, estuaries

☐ Pumps

☐ Other \_\_\_\_\_

6. Are there defined ditches/channels on, or near your property that have water?

☐ Yes, there are ditches/channels that have occasional water flow (e.g. after storm events).

☐ Yes, there are ditches/channels that have regular water flow during wet months.

☐ Yes, there are ditches/channels that have water flow all year long.

☐ No, there are no defined channels

If Yes, how wide is defined channel?

☐ Large (>2 ft across)

☐ Small (<2 ft across)

☐ Grass Lined Swale (dried up pond)

Comments:

### Hydrology Map

Please refer to the *Hydrology Map Example* found in the *Wetland Identification Guide* for instructions

Draw a close approximation of the features you listed in questions 1-6 of the Hydrology section of the Field Indicators Worksheet. Please label the features and approximate dimensions. You may also include areas where wetland vegetation was observed and sites where you performed your soil samples. An organized and informative drawing will help make our site visit more efficient. For greater accuracy, you may obtain an aerial map of your parcel from the Island County Planning and Community Development offices, and use it as the base layer for your map. The Hydrology Map section of the *Island County Wetland Identification Guide* has further information.

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Comments:

## Vegetation

Only certain types of vegetation can survive in wetland conditions. In fact, some plants, trees and shrubs live nowhere else except in wetlands, e.g. skunk cabbage. Other types of vegetation are tolerant of both wet and drier conditions, e.g. salmonberry and alder. Most trees and plants look different depending upon the time of the year. This can make it difficult to identify exactly what's on your property. Numerous photographs of the more common types of wetland vegetation are shown during different seasons. **Please include these observations in your Hydrology Map.**

7. Are there any native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide? (Check all that apply)

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Slough Sedge       | <input type="checkbox"/> Cooley's Hedge Nettle | <input type="checkbox"/> Crabapple     | <input type="checkbox"/> Red Stemmed Dogwood       |
| <input type="checkbox"/> Labrador Tea       | <input type="checkbox"/> Water Parsley         | <input type="checkbox"/> Skunk Cabbage | <input type="checkbox"/> American Speedwell        |
| <input type="checkbox"/> Cat Tail           | <input type="checkbox"/> Common Rush           | <input type="checkbox"/> Willows       | <input type="checkbox"/> Red Alder                 |
| <input type="checkbox"/> Salmonberry        | <input type="checkbox"/> Nootka Rose           | <input type="checkbox"/> Bull Rush     | <input type="checkbox"/> Western Red Cedar         |
| <input type="checkbox"/> Pacific Silverweed | <input type="checkbox"/> Sitka Spruce          | <input type="checkbox"/> Hardhack      | <input type="checkbox"/> Grasses (other than lawn) |

8. Are there any non-native wetland plants on the property that are identified in the Wetland Vegetation section of the Wetland Identification Guide?

- |  |   |                                      |   |
|--|---|--------------------------------------|---|
| <input type="checkbox"/> Creeping Buttercup                | <input type="checkbox"/> Reed Canary Grass    | <input type="checkbox"/> Yellow Iris | <input type="checkbox"/> Himalayan Blackberry |
| <input type="checkbox"/> Eurasian Milfoil                  | <input type="checkbox"/> Evergreen Blackberry | <input type="checkbox"/> Velvetgrass | <input type="checkbox"/> Yellow Iris          |
| <input type="checkbox"/> Canadian Thistle/<br>Bull Thistle | <input type="checkbox"/> Hairy Willow-herb    |                                      |   |

Comments:

## Soil

While water and vegetation can be identified by simply observing what is on your property, learning about your soils will take a little more work. Soil characteristics change as a result of the regular presence of water. Minerals in the soil will start to rust and organics are unable to decompose. By digging some holes you can see whether or not the area you are looking at is in fact a wetland. The Wetland Identification Guide's Soil section provides additional information that you may find useful in answering the following questions. You will need to dig a hole 12 inches deep in order to answer the following questions. **Please include the locations where you took your soil samples in your Hydrology Map.**

9. Indicate the color of the soil at the bottom of the 12 inch deep hole that you dug.

- |                                     |  |                                |
|-------------------------------------|--|--------------------------------|
| <input type="checkbox"/> Dark Black | <input type="checkbox"/> Grey w/rust spots | <input type="checkbox"/> Brown |
|-------------------------------------|--|--------------------------------|

10. Does the soil smell sulfuric? (like rotten eggs)

- |                              |                             |                                   |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> At Times |
|------------------------------|-----------------------------|-----------------------------------|

11. If you take a tablespoon size sample of the soil and squeeze it, is it saturated with water?

- |                              |  |  |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> Moderate/Soil is damp | <input type="checkbox"/> No. Soil is dry |
|------------------------------|--|--|

Comments:



## UNIVERSAL PLOT PLAN

### Basic Plot Plan Requirements

All building permit applications require a plot plan. This form is available upon request by contacting the Island County Building Department at (360)679-7339 or by email. Provide minimum of 1 plot plan drawn **not larger** than 11X17 graph paper (8 1/2" X 11" may be used if it is to scale and legible). As you draw your plot plan, please use the following Applicant Checklist to ensure all required information is shown.

\_\_\_\_\_ Drawn to a standard engineering scale not to exceed 1" = 60'. Indicate the engineering scale and provide a bar scale.

\_\_\_\_\_ Indicate North Arrow directional.

\_\_\_\_\_ Boundaries, dimensions, and area of lot (square feet or acreage).

\_\_\_\_\_ Land features: Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.

### **\*\*NEW CHANGE TO CRITICAL AREAS\*\***

\_\_\_\_\_ Critical Areas: Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. (note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe).

\_\_\_\_\_ Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.

\_\_\_\_\_ Location, dimensions and volume of all existing/proposed propane tanks, fuel tanks, etc. Label each as existing or proposed.

\_\_\_\_\_ Location, dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios and chimneys.

\_\_\_\_\_ Distances from building to property lines and other buildings.

\_\_\_\_\_ Location and width of existing and proposed driveways/accesses serving each structure and any parking areas. Access permit numbers, if assigned.

\_\_\_\_\_ Width and name of road(s) bordering the property.

\_\_\_\_\_ Indicate any and all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor File No.

\_\_\_\_\_ Indicate location of septic tank, drain field, reserve area and tight line between house and septic tank. Show distance between drain field and reserve area to property lines. Indicate if hooked up to sewer.

\_\_\_\_\_ Drainage: Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.

\_\_\_\_\_ Grading Plans: Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.

\_\_\_\_\_ Existing and proposed vegetation: Please be specific about the type, e.g. grasses, shrubs, types of trees, etc.

\_\_\_\_\_ Clearing Limits: Show all areas where trees and brush currently exist and will be cut or removed.

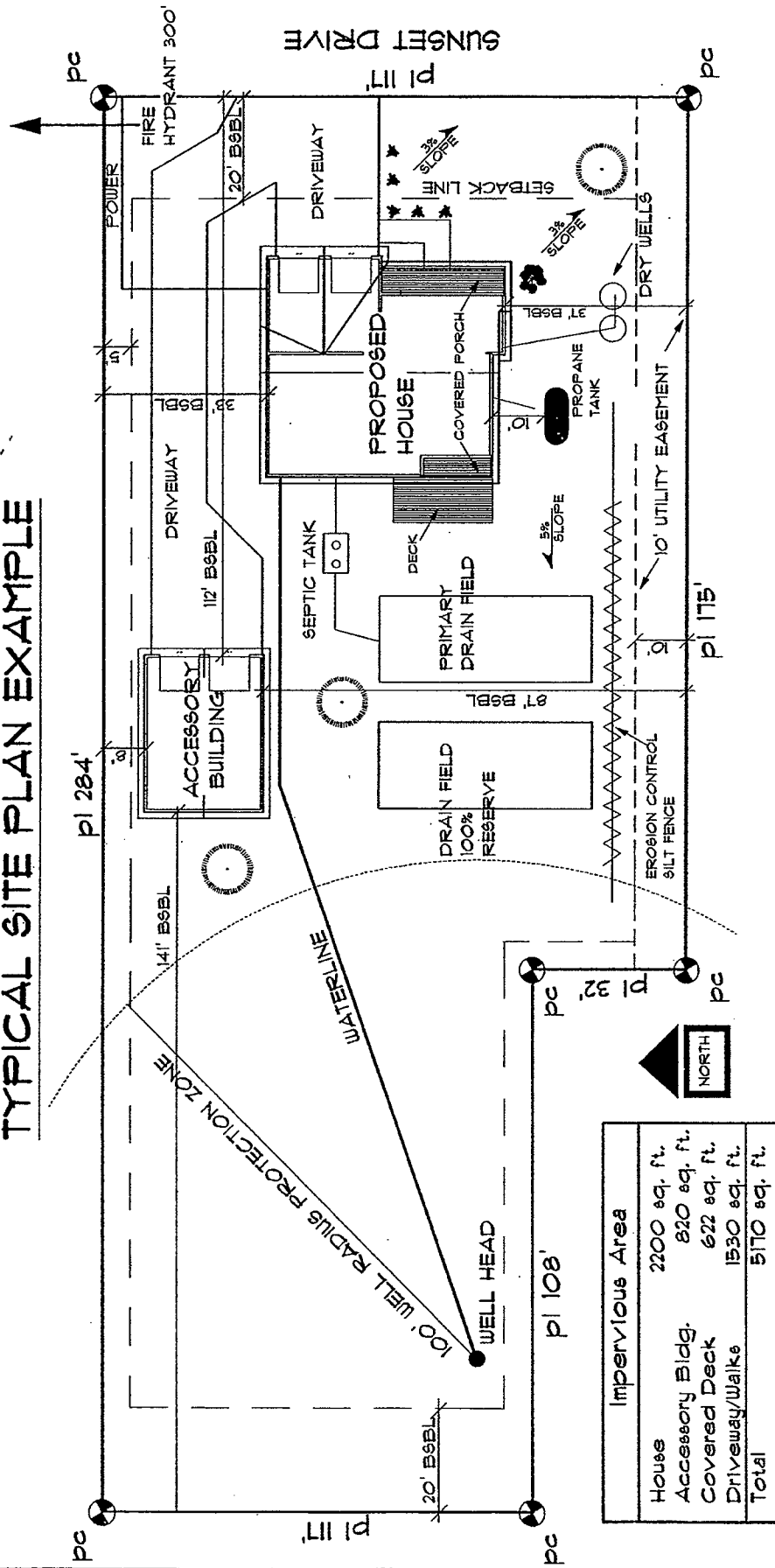
\_\_\_\_\_ Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

\_\_\_\_\_ Indicate location of water lines, well, and pollution control radius. Note: A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.

\_\_\_\_\_ Road distances to nearest fire hydrant, if applicant has right to use fire hydrant.

\_\_\_\_\_ Separate Existing Conditions map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features.

# TYPICAL SITE PLAN EXAMPLE



NAME/  
MAILING ADDRESS:

JOHN C. DOE  
4268 RED ROCK ROAD  
BELLTOWN, WA 98555

SITE  
ADDRESS:

DOE RESIDENCE SITE PLAN  
5394 SUNSET DRIVE  
GREENBANK, WA

SCALE:

1" = 30'

DATE:

3/15/2005

PROPERTY ID #:

TAX PARCEL # 55347-00-03004-0